

TimeLox 23

User manual

TimeLox 23

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Preparations

Signals

Different signals are heard from the door unit depending on what the message is. Below are the different signals referred to in this manual.

- 🔊 ⇒ continue sound (3 fast ticks)
- 🔊 ⇒ beep
- 🔊🔊 ⇒ double beep
- 🔊 ⇒ chirp
- 🔊🔊 ⇒ double chirp
- 🔊 + 🔊🔊 + 🔊🔊 ⇒ battery alarm

Programming card

Insert the Programming card into all mounted door units. The signal (σσ) means that the system identity is stored in the door unit and that cards from other systems cannot enter.

Staff key card

Make a record of the number on the card and to whom it is given. Write the name of the card holder on the corresponding cancel card, check the number to make sure that it is the right card.

Emergency card

Put the emergency cards in a safe place. Timelox recommends that you look into the local regulations regarding fire and insurance. Inform the fire department about the emergency card.

Guest key card

Prepare one or more guest key cards for each room by writing the room number on the card. Fill the fields that are not part of the room number. Example:



Key cards

The cards that will open a door unit are staff key cards, guest key cards and emergency cards. When a door unit accepts a card and unlocks, a chirp (🔊) is heard. After the chirp, the door stays unlocked for 4 seconds.

Guest key card

Program

To program a guest key card, insert the programming card (🔊) in the correct door unit. Insert the guest key card (🔊) within 8 seconds, if more than one guest key card is to be valid at the same time, continue by inserting the next guest key card (🔊) followed by the next (🔊) etc.

If more than 8 seconds passes between the insertions, the operation must be repeated.

Cancel

A guest key card is cancelled in a door unit as soon as a new guest key card is programmed in that door unit. If more than one card is valid in a door unit, all of them are cancelled when a new guest key card is programmed. The cancelled guest key card can be reprogrammed and reused an unlimited number of times.

Suites

One guest key card can be given access to more than one room, thus enabling suites. Program the guest key card in the door units that will make up the suite.

Staff key card

Program

All staff key cards are valid in all door units. If this needs to be changed, staff key cards can be cancelled in some door units.

Cancel

To cancel a staff key card, insert the programming card (🔊) followed by the staff key card's corresponding cancel card (🔊). The operation must be made in all doors in which the staff key card is going to be cancelled. Make sure that you use the right cancel card by checking the name and number on the card.

Reactivate

A staff key card that has been cancelled can be reactivated. Insert the programming card (🔊) followed by the cancelled staff key card (🔊). The staff key card will work in all door units where it has been reactivated.

Stand open

The function

Stand open is a function that allows a door to be unlocked during a certain amount of time. It can be used for conference rooms etc. The door is set in stand open the first time the card is used and reset the second time the card is used.

Program

To set a door in stand open, insert a valid guest key card or staff key card (🔑) followed by the stand open card (🔓) within 4 seconds which is the open time. To reset the door, i.e. lock it, insert a valid guest key card or staff key card (🔑) followed by the stand open card (🔓) within 4 seconds.

Dead-bolt

All door units can be dead-bolted from the inside by pushing the handle upwards, preventing guests of the same party (if *) and staff from entering. The only card that can open a dead-bolted door is the emergency card. If a staff key card or a guest key card with access to a dead-bolted door is inserted in the door unit, the continue sound (🔔) notifies about the dead-bolt.

Opening mode

The opening mode is stored on the programming card and depends on which mode you ordered. Once the system is in operation the opening mode cannot be changed unless the system ID is changed.

European

European opening mode means that the door unlocks (🔑) when the card is inserted into the reader. The European opening mode also means that the Family function is enabled. That means that if a door is dead-bolted from the inside, any other card issued to a member within the same party can still open. Staff cards will be alerted about the dead-bolting by a signal (🔔).

American

American opening mode means that the door does not unlock (🔑) until the card is retracted from the reader. The American opening mode does not allow the family function which means that no card except the Emergency card will

open a dead-bolted door. All other cards will be alerted about the dead-bolt by a signal (🔔).

System ID

Every object has a unique system ID. The door units and all cards except the unprogrammed guest key cards are connected with this system ID. Should it be necessary to change the system ID, a new set of cards must be ordered from Timelox. The number on the cards must be stated to enable change of system ID.

Battery alarm

When the battery is running low, a battery alarm will alert the staff. The alarm (🔔 + 🔔 + 🔔) will be heard every time a staff key card is inserted in the door, but the guest will never hear it. For information on how to replace the battery, please see *Appendix B*.

Options/features

Read-out

The TimeLox door unit stores events that can be read out. If there has been some sort of incident in one room, a read-out can help determine what has happened by showing who entered and when. A read-out is made with a Service Program, a PC with special software, communication cable and a black box or an SU23. The HCU can also perform read-outs. For further information about the SU 23, please see next page.

Power opening

Both the SU23 and the HCU can transfer power to open a door unit if the battery has run out. Please contact your local Timelox distributor for more information. For further information about the SU 23, please see next page.

HCU

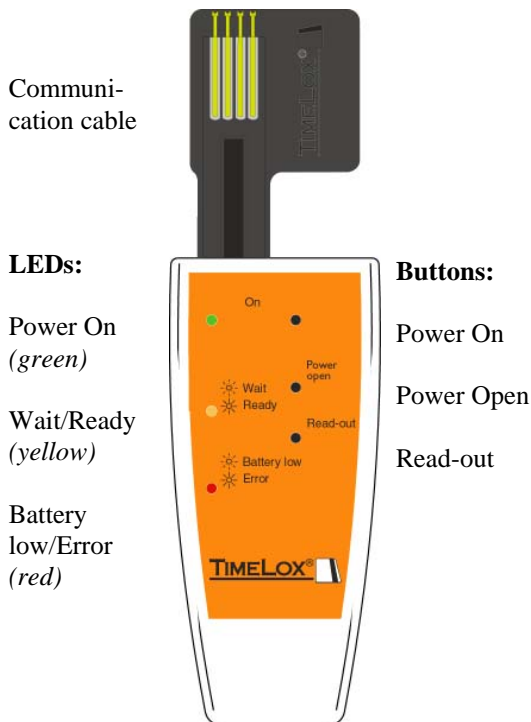
It is possible to make a read-out from the door units with a Handheld Communication Unit. The last 100 accesses can be read out. The HCU can also transfer power to a door unit if the battery has run out. The SU23 and the service program provide the same performance, but at a lower cost than the HCU.

Outdoor unit

For the small hotel that does not have manning around the clock, it is possible to have a TimeLox Office Wallox E at the entrance. It is a wallmounted unit that gives access to either cards or personal codes. Please see separate manual for installation and programming.

Service unit 23

If a battery alarm has not been attended to and a door unit does not open, it is possible to perform a power opening with an SU23 (Service Unit 23). The SU has the same system-ID as the staff cards and is unique for each object. This means that it is not possible to use an SU23 to open doors at any other hotel. The SU23 must be kept in a safe place.



Power open

A power open transfers power to the door unit so that it can be opened.

1. Turn on the Service Unit by pressing the *Power On* button. The *Power On* LED will give a steady green light.
2. Insert the Communication cable in the card reader, make sure that it is tight in the reader.
3. Hold the *Power Open* button down until the *Wait* LED starts flashing.

4. A signal may or may not confirm that power is being transferred. The lock will open after six seconds and confirm with a signal. The yellow *Ready* LED will shine while the lock is open.
5. Once the yellow light goes out, the SU23 can be used again.
6. Change batteries in the door unit while the door is open.

Battery replacement in SU23

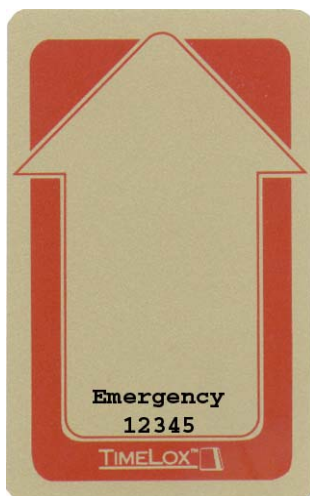
The Service Unit 23 is powered by a 9 volt alkaline battery of type IEC 6F22. The battery will last for about 300 occasions, if one session lasts for 5 minutes. The battery is easily changed, make sure that the battery is of the right type and that the date on the battery is at least 2 years ahead of today's date.

1. Remove the hatch on the back of the unit, remove the battery and replace it with a new one.
2. The old battery shall be treated in accordance with the local regulations regarding recycling.

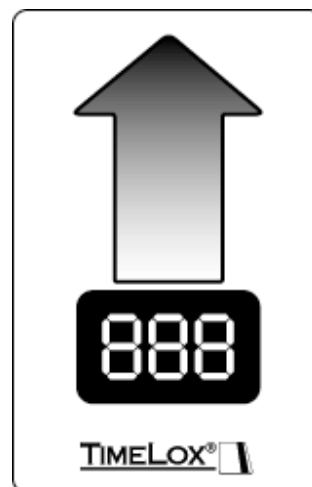
Service unit and read-out kit

If a Service Program is bought as an option, the Service Unit 23 can be used as a means of communication between PC and door unit. For further instructions on how to make read-outs with the Service Program, please see the corresponding documentation or contact your local TimeLox distributor for more information.

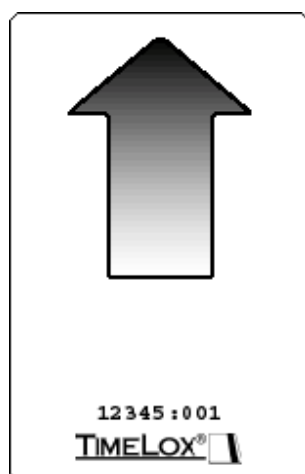
Appendix A: Cards



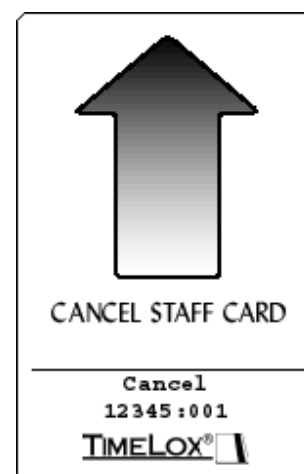
EMERGENCY CARD



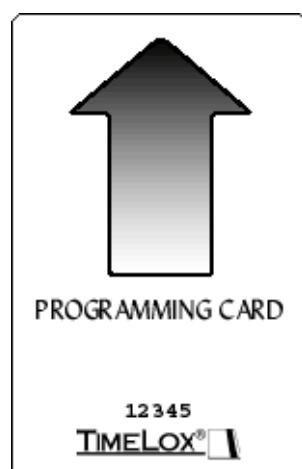
GUEST KEY CARD



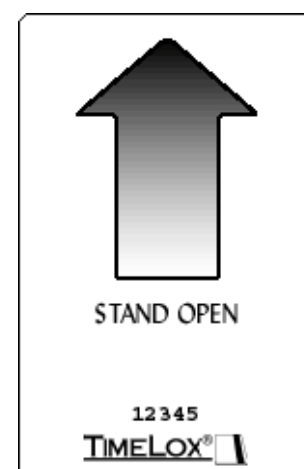
STAFF KEY CARD



CANCEL CARD



PROGRAMMING CARD



STAND OPEN CARD

Appendix B: Battery replacement

The TimeLox door units have a built-in battery supervision and when the battery power is getting low, you will hear a warning signal (🔊 + 🔊 + 🔊), implying that the battery should be replaced immediately.

Replacement of the battery

Make sure that you have a sufficient battery for the replacement. Timelox supplies batteries suitable and certified for the application. The recommended batteries are all of the high-power 9 Volt alkaline type (type IEC 6F22). An alkaline battery has a limited storage life. Make sure that the date is more than two years ahead of today's date.

1. Unscrew the two screws on the inside cover and remove the battery carefully. Start by removing the battery from the holder, then remove the cable contact. Connect the cable contact to the new battery. It is very important that the new battery is connected within 1 minute, or the door unit has to be reset.
2. When the new battery is connected, snap it back into the holder. Try to open the door unit by inserting a valid key card. If it does not work, contact your local Timelox distributor.
3. Remount the inside cover, but make sure that the cable does not get squeezed by any internal part.

The old battery shall be treated in accordance with the local regulations regarding recycling.

